



State of Idaho
Division of Occupational and Professional Licenses
Public Works Contractors License Board

BRAD LITTLE Governor
RUSSELL BARRON Administrator
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Minutes of 01/25/2023

Board Members Present: Jake Claridge, Chair
Garry Mattson, Vice-Chair
Brian Gordon
Matt Hartline
Jim Roletto

Division Staff: Russ Barron, Administrator
MiChell Bird, Executive Officer
Lea Kear, Legal Counsel
Linda Pratzner, Board Support
Adrianna Burton, Licensing Supp
Christopher Gilliam, HR Spc Sr

Board Members Absent: Chuck Graves
Larry Geyer
Brian Price

The meeting was called to order at 9:13 AM MT by Jake Claridge

APPROVAL OF MINUTES

A motion was made and seconded to approve the 08/22/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

Division Update: Administrator Russ Barron provided an update on the DOPL organization.

Respectful Workplace Training: Christopher Gilliam, Human Resource Specialist, Senior, presented Respectful Workplace training.

Zero Based Regulation Administrative Rules Process: Lea Kear, Legal Counsel, explained the process for Zero Based Regulations.

Strategic Plan: Ms. Bird presented DOPL's four-year strategic plan.

Confidentiality and Conflict of Interest Agreement: These two forms were presented for the Board member's signature.

Schedule Meeting Dates for 2023: The following dates will be scheduled for meetings: 02/23/2023, 03/30/2023, 05/25/2023, 06/28/2023, and 09/28/2023.

BOARD BUSINESS

Quarterly License Report: The Quarterly PWCL Board report was presented.

Licensing Process: A flowchart was presented outlining how an application is processed.

Public Comment: There was no public comment.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:40 AM.

01/27/2023/lp

The next meeting is 02/23/2023.